



DEPARTMENT OF THE NAVY
CHIEF INFORMATION OFFICER
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

30 Mar 22

MEMORANDUM FOR DISTRIBUTION

Subj: REVISED LOSS OR COMPROMISE OF PERSONALLY IDENTIFIABLE
INFORMATION (PII) BREACH REPORTING FORM

Ref: (a) DoD Manual 5400.11 Volume 2, DoD Privacy and Civil Liberties Programs:
Breach Preparedness and Response Plan of 6 May 2021
(b) OMB Memorandum M-17-12, Preparing for and Responding to a Breach of
Personally Identifiable Information, of 3 January 2017
(c) SECNAVINST 5211.5F of 20 May 2019
(d) UNSECNAV Memorandum, Department of the Navy Breach Response Plan of
12 February 2019

1. Breach reporting is a required action when there is a known or suspected loss of Department of Defense (DoD) personally identifiable information (PII) per references (a) through (d). Reference (a) outlines and establishes policy in the event of a known or suspected loss of DoD information to include Department of the Navy (DON) PII. This instruction applies to all DON personnel in the Secretariat, Navy, and Marine Corps including military members, civilian personnel, and DON contractors.

2. The DoD Office of the Director of Administration and Management issued reference (a), which directs that reportable breaches will be communicated using DoD's DD Form 2959. This is the only form allowed to be uploaded into DoD's Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD) Compliance and Reporting Tool (CART).

3. Effective 1 April 2022, DON organizations will discontinue the use of SECNAV Form 5211/1 and SECNAV Form 5211/2 for breach reporting and will instead use DD Form 2959 for such purposes. DD Form 2959 can be located at <https://www.doncio.navy.mil/ContentView.aspx?ID=852>

4. Further DON breach reporting guidance will be forthcoming in an updated DON Breach Response Plan.

5. The DON CIO point of contact for this memorandum and DON CIO Privacy matters is Mr. Danny Cain, danny.k.cain.civ@us.navy.mil.

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Chief Information Officer



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